

Attachment 2

Mold Prevention Tips for Facility Managers

[Adapted from EPA 402-K-01-001: Mold Remediation in Schools and Commercial Buildings, March 2001]

1. Report leaky plumbing and leaks in the building envelope in accordance with AFPAM 32-1004 Vol 3 or other applicable guidance. Leaks should be repaired within 24 hours after initial notification and wet or damp spots should be cleaned and dried within 48 hours.
2. Conduct building survey following rain events to document condensation and wet spots. Request a work order to repair moisture problems (See procedure described in Atch 1). Attachment 3 addresses response activities for wet building materials.
3. If condensation on windows and walls are a common occurrence, contact CE for preventative actions.
4. Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.
5. Perform regular building/HVAC inspections. Coordinate HVAC inspections with CE, as needed, to ensure maintenance is scheduled and performed.